

**ALPENA COUNTY PARKS COMMISSION  
POINTPERSON COMMITTEE  
MEETING MINUTES**

**Monday, October 2, 2023 at 11:30 a.m.  
Howard Male Conference Room**

**Committee Members Present:** Gerald Lucas, Beaver Lake Parks Chair; Gerald Fournier, sitting in for Kurt Pratel, Long Lake Parks Chair; Chuck LeFebvre, Sunken Lake Parks Chair; and Pam Kirchoff, PointPersons Chair. Kurt Pratel, excused.

**Others Present:** Erin Felax & Keith Felax, Sunken Lake Park CoManagers; Earl Martin & Marcia Martin, Beaver Lake Park CoManagers; Sarah Jore, Long Lake Park Manager absent; Mary Catherine Hannah, County Administrator; Wes Wilder, County Maintenance Superintendent; and Lynn Bunting, County Board Assistant/Parks Recording Secretary.

Chair Pam Kirchoff called the meeting to order at 11:30 a.m.

**POINTPERSONS DISCUSSION**

1) Updated Parks Administrative Assistant Document Discussion, Review, and Recommendations (attachment #1) – Chair Pam shared her concerns with park managers needing to attend meetings, taking minutes, etc. Mary Catherine reported that during nonseason contract park managers are expected to work 5 hours a week and can take vacation then or even now as long as there is some type of coverage and to schedule considerations with not all managers being gone the same week.

Chuck reported if the job is done and want to take time off during the season and does not conflict with another park or the assistant, hours verses decision when hours leaving to make sure hours are covered and job is done at park.

Chair Pam noted that last year it was discussed to have just a seasonal contract and no winter contract and the contract was restructured to benefit the manager.

Gerald Fournier reported that the winter the parks should be closed down and the managers will be there in the winter and shared his concerns.

Earl shared his concerns. Mary Catherine noted that there will be further discussion of updated job description of the Parks Administrative Assistant at the Park Managers meeting.

Chuck LeFebvre made a motion to move forward as an action item and Gerald Lucas supported. All favored, except Gerald Fournier did not approve. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to approve the updated job description for the County Parks & Recreation Administrative Assistant as presented.**

2. Consent Calendar Discussion – Chair Pam reported that not just the minutes approved as the Treasurer needs the action items in the minutes on the Consent Calendar. Mary Catherine clarified if moving money and does not need a committee or board action, within the budget and does not increase budget, just move money over to cover the bill and just let her know and she will notify the Treasurer's Office. If monies in line item and a regular budget item, it goes forward without board approval. Mary Catherine noted BLP basic general line item adjustments and will leave there as there are motions. If need to

increase the line item and increase the overall budget will need to come to the board for approval. Informational items are noted on the Consent Calendar as the GL budget adjustments were made.

Discussion on why Park bills are turned into Treasurer's Office and holds them in the Treasurer's Office to present to Parks & Recreation Board for approval and then go to the Clerk's Office to process and Accounts Payable prepare the checks and send out. Mary Catherine noted that the County bills get turned into the Clerk's Office and the Clerk handles and presents to the Commissioners for approval then Accounts Payable prepare the checks and gets sent out. Only goes to Treasurer's Office if not enough funds in budget, or will reach out to department if not coded correctly and bills are approved at a board of commissioners meeting and then checks sent out from Accounts Payable. Gerald Fournier noted how he handles the bills for the Drain Commissioner budget and does the same process as the County bills are handled.

Mary Catherine recommended a bill policy or invoices policy that states when bills are received by park managers as the Parks & Recreation Commission only meet once a month and bills turned in last minute, Treasurer's Office received utility bills can go ahead and pay and submit to Clerk's Office. Mary Catherine recommends an easily accessible policy that everyone knows how this process is done and can go into the Operations Manual (working on) and can hand to a new person and clear on how things are handled for the bill process; not an urgent item can be discussed further and do next year.

3. Discussion on PointPersons Committee Structure and Purpose – Chair Pam asked for clarification, each committee mtg, goes to pointpersons for what? The committee discussed. Gerald Fournier shared his input and did understand and feels no use for this committee as items are listed in the committee meeting minutes. Chuck shared his input that back in the day the 3 committees then bring all items to pointpersons and go through everything and decide what information goes to the commission so that there is clarification of the parks and move up through the commission. Gerald Lucas stated he is new and subcommittee goes through everything twice (their committee meeting and pointpersons committee) and this committee not necessary to go through items again. Park managers shared their input and items needed for CIP, budget items, items may be missed. Chuck reported if important to that committee then goes to pointpersons and gets shot down does not go to commission. Chuck recommends a PointPersons Committee Structure.

SLP Manager Erin asked if there is a committee policy on what the managers bring to their committee and stated it is hard for new managers to understand the process. Mary Catherine noted there is not a written document and is hesitant to create one, can give some examples of the general operations of the park, everyone wants to be managed and do something different and there is no right answer to that question. Everyone manages a different way. Chair Pam recommends to add to the Parks & Recreation Commission Meeting Agenda for a PointPersons Committee Structure and Purpose.

4. Recognition Letter (attachment #2) – Chair Pam received and wanted to share with everyone a recognition letter for Beaver Lake Park Manager Earl Martin on what a great asset to have in the park and sent to the Commissioner's Office. Chair Pam reported it did not come in as a review.

5. Parks Performance Final Review Form Discussion – Chair Pam reported complete closing review of the park at the committee meeting and go over the evaluation with your managers and bonuses and then bring to the pointpersons to recommend to the Parks & Recreation Commission. Chuck recommended that each committee member do and all board members review.

6. Manning Hill Park Project Request & Approval Form – Chair Pam reported just a reminder to do next year when projects being done at the park. Chuck reported he will talk with them and see if he can get

some volunteers from exchange club. Wes reported issue with lid for well and was taken care of and there is some overgrown bushes need trimming.

## **BEAVER LAKE PARK**

PointPersons Chair Gerald Lucas reported the Committee met and reported on the following:

1. Not enough money for electric line item and want to increase. Marcia forwarded the email to Gerald Lucas due to printer issues. Marcia reported 4<sup>th</sup> quarter last year was \$3,991.28, and that 6% would be another \$240 = total needed of \$4,231 to increase BLP lights line item number. Moved by Gerald Lucas and supported by Gerald Fournier to recommend the below action item. Roll call vote was taken: Ayes: All ayes. Nays: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval to increase the 2023 budgeted Beaver Lake Park Lights line item #208-757-921.000 by \$4,231.00 to cover the light expenses for the rest of the year.**

2. Facilities Inspection Report – Gerald reported that they discussed the maintenance checklist and did not think a lot of this should be done by the managers and should be done by the County as it is county-owned. Mary Catherine redid the check list as an excel spreadsheet and that is what was given out and for the committee to review as certain items may need to be extracted. Mary Catherine reported visual inspection for any missing/broken items, and not to climb on top of roof; not intensive invasive inspection, just walk around visual inspection. No revisions will be made unless everyone agrees and will put the revision dates on them. Other parks have done the checklist already. Mary Catherine noted that she is waiting to update until all managers have reviewed. Powerwashing shingle roofs is not a good idea and will remove chimney inspection. The committee went through the checklist.

3. Parks Performance Final Review Discussion – Chair Pam reported 5 exceeds expectations or just go down to 3. Discussion on camp host information section. Mary Catherine reported that disciplinary should be in HR file at the County. Committee agreed to add a #5 consistently exceeds expectations. Final draft will be updated with revisions made and presented at the next committee meeting.

## **SUNKEN LAKE PARK**

PointPersons Chair Chuck LeFebvre reported the Committee met and reported on the following:

1. Facilities Inspection Report Recommendation – SLP Committee recommended the County Maintenance do an annual inspection. Discussion and recommendation to take back to the subcommittee meetings.

2. Parks Performance Review Recommendation – Items a and b discussed: a) overall would like an option #5, b) Camp Hosts Section Only two specific inquiries should be 1) Did the managers submit the camp host applications to their subcommittee? and 2) Did the managers submit for the camp hosts to have an ID Badge issued by the County.

3. Advertise for Camp Hosts for 2024 camping season – Discussion any changes to Camp Host Program for 2024. Chuck reported add marijuana not allowed. Mary Catherine clarified that if a camper or camp host had can in the camper or tent; and in the ordinance cannot sit around the fire or outside of tent or camper smoking marijuana. Mary Catherine noted that it is State Law that there is no smoking and had a preliminary discussion at camp managers meeting to have one camp host focused on greetings and activities, and one camp host that is more focused on physical labor and cleaning, just a greeter position does not warrant a full comp of campsite and to clarify on how many camp hosts allowed (two worker people and one camp host ½ comp greeter). Sometimes managers can work on activities but sometimes

cannot. Chuck reported kids, teenagers, school and college students to have a program to bring out and he was contacted asking if there were any positions at the parks for the summer. Erin reported she signed 3 community service from the highschool. The committee recommended for now go with what they have and to look at this. Sarah has camp hosts coming back but needs one for events. Erin reported she needs three camp hosts. Earl reported he needs one and has one application in and has one coming back.

4. Resignation Letter Received (attachment #3) – Chuck reported at the SLP committee the committee received a resignation letter from Bonnie and will be effective first of the year. Chuck reported that she planted trees for reforestation. Memory boards working this week on it. Earl requested to present a plaque to Heather and Chris Freehling, Camp Hosts for Beaver Lake Park stating they have to step down and have done an excellent job for 4 years with them and bring to the November meeting to present.

5. Season Camper Request – Chuck reported that the SLP Committee discussed and recommend to waive the rest of the camping fee owed, camper paid \$500 and only spent one weekend there and moved out in August. Erin has rented the lot when she left. The committee concurred to write off the remainder of the seasonal fee owed. Moved by Chuck LeFebvre and supported by Gerald Fournier to recommend the below action item. Roll call vote was taken: Ayes: All ayes. Nays: None. Motion carried.

**ACTION ITEM #3: The Committee recommends approval to write off the remainder of \$700 seasonal fee owed by June Walker for 2023 at Sunken Lake Park as presented.**

## **LONG LAKE PARK**

Gerald Fournier, Long Lake Park Committee Member reported the committee met and reported on the following:

1. Smith Electric and Thunder Bay Electric (attachment #4) – Gerald presented two quotes and reported that electrical work needed to be done due to required by field correction notice received and due October 6, 2023. Moved by Gerald Fournier and supported by Gerald Lucas to recommend the below action item. Roll call vote was taken: Ayes: All ayes. Nays: None. Motion carried.

**ACTION ITEM #4: The Committee recommends approval of Smith Electric's quote of \$2,800 and any other cost to cover the electrical work at Long Lake Park.**

2. Field correction notice update due October 6, 2023 – Working on with Smith Electric.

3. Long Lake Park Manager requests to remain sole manager for 2024. Gerald reported that Sarah has done a really good job for 2023 and she has requested to remain the sole manager for Long Lake Park for 2024 and the Long Lake Park Committee approved. Moved by Gerald Fournier and supported by Chuck LeFebvre to recommend the below action item. Motion carried.

**ACTION ITEM #5: The Committee recommends approval of the Long Lake Park Manager Sarah Jore to remain sole manager of Long Lake Park for the 2024 camping season.**

4. Facilities Inspection and Parks Performance review reports – The Long Lake Park Committee reviewed and approved both forms as presented.



## COUNTY ADMINISTRATOR

Administrator Hannah reported on the following:

1. Full Parks Budget for 2024, Parks General Budget for 2024, one of the biggest changes from the last time discussed is that the Board of Commissioners voted to charge the Parks & Recreation Commission cost allocation for 2024 and has been included in the parks budget. Relatively expense controlled and what do in 2024 the allocation back to the general fund for maintenance and explained cost allocation for services provided by the maintenance department with them keeping track of their hours and get included when the cost allocation is done each year by an outside management consultant services company that does for the county on each department explained by Mary Catherine. Mary Catherine noted that she needs to clarify with the Treasurer's Office for their line item and pulled out the money for Lynn and will need to pull back amount paid to Treasurer for central service items taken into account and then when parks persons gets hired then takes cost allocation in effect as well for that position.

Money was put into Manning Hill Park budget for projects for 2024 for fence repairs and repairs to the pavilion.

2. Campspot Online Reservation System update – Mary Catherine reported the Clover agreement has been signed, the Treasurer set up accounts, agreements are getting signed with Campspot and are moving ahead.

3. One-half time FTE maintenance and budgeted for 2023 to reimburse the General Fund for this and is around \$19,000 and has not been moved over yet. Discussion if there was work over the course of the year ½ FTE throughout the parks and it was noted that it was not spread evenly amongst each park. Discussion to move all or some of it.

Gerald Lucas reported had a couple work orders in but no one showed up for BLP and no work done this year out there from maintenance. Chuck reported that maintenance was out there at Sunken Lake Park and did a good job. Gerald Fournier reported maintenance was out there to do some repairs for Long Lake Park. Whatever amount is not moved over will stay in Parks General. It was noted that electrical work extra, pay terminal fees for parks online reservation system and each park could buy their terminal, \$8,500 over to general fund with balance left in parks general and parks could spend off of for the rest of year. Moved by Gerald Fournier and supported by Chuck LeFebvre to recommend the below action item. Roll call vote was taken: Ayes: Chuck LeFebvre, Gerald Fournier, and Pam Kirchoff. Nays: Gerald Lucas. Motion carried.

**ACTION ITEM #6: The Committee recommends approval to move \$8,500 from the Transfer to Other Funds line item #208-760-995.00 (one-half FTE Maintenance) and put into the County General Fund as presented.**

4. Park Managers Seasonal Contract & Winter Contract discuss at next PointPersons Committee meeting.

5. Clarification on General Ledger line adjustments process - Already discussed.

**\*Next PointPersons Committee Meeting: Monday, October 30, 2023 at 11:30 a.m. in the Howard Male Conference Room**

## ADJOURNMENT

Moved by Gerald Fournier and supported by Gerald Lucas to adjourn the meeting. The meeting adjourned at 1:31 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Pam Kirchoff". The signature is written in dark ink and is positioned above a horizontal line.

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Pam Kirchoff, PointPersons/Parks Commission Chair  
Alpena County Parks & Recreation Commission

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